

13 December 1954

MEMORANDUM FOR: Executive Assistant to the Director
Inspector General
Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Administration)
Assistant Director for Communications
Assistant Director for Personnel
Director of Training
Director of Security
Comptroller

SUBJECT : Conference with Regard to Publication of
the Opinions of the General Counsel

1. This will confirm a telephone conversation between the undersigned and a representative of your office on Friday, December 10, 1954, with regard to a conference to be held in Room 317, South Building, on Wednesday, December 15, 1954, at 10:00 a.m. The conference is called for the purpose of discussing certain aspects of the planned publication of the opinions of this office, an undertaking in which you have expressed an interest.

2. There follows a list of topics thought to constitute matters of more or less general interest by this office and which will be raised for discussion at the conference:

- a. General character of the opinions to be published;
- b. Format to be observed;
- c. Distribution, particularly as regards:
 - (1) Mechanics of accomplishment;
 - (2) Level of distributees
 - (3) Number of copies to each distributee;
 - (4) Present estimate of anticipated volume.
- d. The necessity of sterilization;
- e. The intended circulation of caveats with regard to the use of the published opinions;
- f. Filing methods;
- g. Miscellaneous:

- (1) Published opinions to be signed by the General Counsel;
- (2) Excess copies to be available from the Office of General Counsel;
- (3) Classification

You are requested to contribute any thoughts which you may have on the overall subject at the conclusion of the discussion of the above topics.

3. Enclosed is a sample of an opinion as it will look upon publication. This is sent along for your perusal and commentary thereon if you wish.

4. Your attendance, or the attendance of a representative of your office, is requested.



Office of General Counsel

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